

CA INTERNAL USE ONLY

ved For Release 2006/04/13 : CIA-RDP70-00211R0009002

TRANSMITTAL SLIP

15 December 1959

TO: Chief, Management Staff

ROOM NO.

BUILDING

601

1016 16th St.

REMARKS:

File: O & M

Colonel White requested that we keep you currently advised of all proposals developed by the Support Procedures Committee. Attached are copies of all proposals submitted to date.

FROM: Executive Assistant to the DD/S

ROOM NO.

BUILDING

EXTENSION

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FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

GPO : 1957-O-439445

(47)

Operation
Soft Spots
STAT
12

M. J. Stewart

MINIMIZE EMPLOYMENT OF POOL PERSONNEL

Give employees in Pool unclassified work to keep them occupied.
Many do little. Hard to adjust to working in an office after spending weeks just sitting around and talking.
The question here is - have we really worked hard enough in this matter?

Disposition:

Mr. Stewart advises that he can think of no step to serve this purpose which has not already been taken.

JEBOG

Why not issue an Agency notice informing Hq. offices of availability of pool personnel and explaining how to get their services

Have suggested check and notice

[Redacted] issues Annual Notice

Suggester is now willing to drop

10 discussed 9/28/80
811050100

drop 9/28/80

*Wash ant
per m. C.
10/2*

*BEST COPY
Available*

6/17/98

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*File
O+M*

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 Chief, Mail and Courier
Branch, AS/OL, 1050 "C" Building

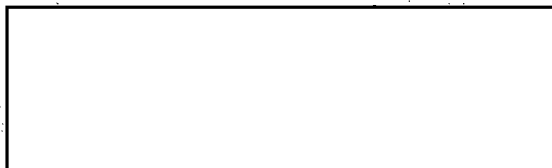
14 August 1959

Chief, Records Management Staff

Move to 1016 16th Street, N. W.

1. Effective 17 August, all mail intended for the Records Management Staff should be delivered to Room 604, 1016 16th Street. This includes mail addressed to:

- (a) Forms Management
- (b) Records Disposition



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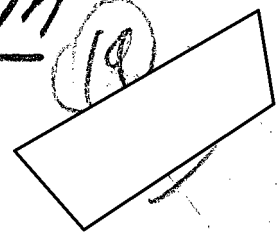
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O+M

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CUT T/O OF ADMIN STAFF/OL

Work of two clericals in front office could probably be done by one.
Based on repeated observation plus fact that one staff member seems
to have plenty of free time.

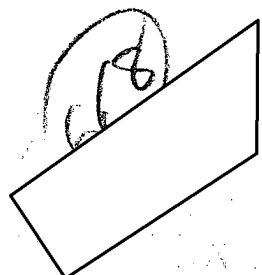
Disposition:

Rejected. Referred to Miss to pick up in connection with her
present Logistics study.

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/ JEOP.

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RELOCATE IMMUNIZATION BRANCH - MEDICAL STAFF

Now located in Curie Hall. Rest of Medical Office is in Central.
By relocating, all medical processing of employees and their dependents could be done in one place. This centralized medical processing would reduce record keeping, eliminate travel, save time and ease burden on dependents.

Disposition:

There is no parking space in Central and to move the Immunization Branch up there would result in great confusion for employees and dependents. This is one with no saving and can well be forgotten in light of complete remedy in the new building.

JEOG.

2 people are all that are at Curie so employee confusion wouldn't be extensive.

Dependents all have to stop at Central anyway. Bringing the branch up would shake 1 stop serve for 2.

Former Chief, Tech Serv. who had previously indicated that he would prefer operation in Central to provide better supervision.

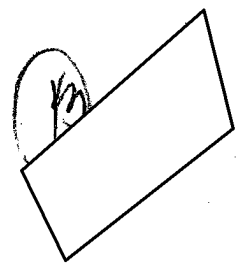
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1) - discussed 9/28/59 - believe this should be discussed with Mr. [redacted] again

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IMPROVED UTILIZATION OF WTC

Set up an Agency office or activity Carry on all routine operations there. This would release costly space here, make use of valuable space and equipment there at the site and would also assure a stand-by force which would be on the scene at time of emergency.

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I.e., is there any other activity which can be transferred there.

Disposition:

Unless we move an activity from space on which the Government is now paying rent, there would not be any cost savings, and I can think of no activity in such rented space that does not need to be here in Washington or very close to it, such as the Langley site.

JEOG

1. How about FDD's translators?
 (people estimated)
2. Make serious effort to locate an office that could be used.
3. Advantages of stand-by force seems to have been overlooked. This is felt to be of prime importance.

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① Discussed 9/2/59 - Recommend further study

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INVESTIGATION OF BUILDING SUPPLY ROOM OPERATIONS

Building Supply Offices continually fail to keep stock levels up.
all
This forces employees to call/over Agency to get supplies.

Disposition:

There may be better efficiency by looking into this, but there is no real manpower saving, and the Management Staff has too much to do already - engaged in matters which offer the possibility of savings.

JED'G

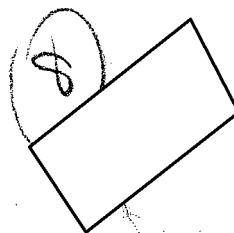
Suggest referral to Miss [redacted]
and team when they get to
Supply Div.

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(V) - Discussed 9/28/59

DEVELOP IMPROVED METHOD TO SPEED DESTRUCTION OF CLASSIFIED WASTE

Devise a better, security acceptable, shredder, pulper or incinerator which will reduce substantially time and costs of classified waste destruction. (Employee suggestion along same line previously submitted.) Suggester estimates material at Records Center would take 6 months to dispose of at present destruction rate.

Disposition:

- a. This waits on NSA's experience with a new shredder installation which is now in process.
- b. We already have a new incinerator installed and operating which is being fed by one man instead of two.

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J.E.O'G.

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(1)

notified 9/28/59

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CRITICALLY APPRAISE EACH PROPOSED OFFICE MOVE

Investigate every proposed office move. Suggest that each office involved be required to show: (1) cost estimate-actual moving and CIA personnel time (2) reason for (3) size of space involved (4) any room changes required (5) number of personnel involved i.e., office (6) parking facilities-any increases or decreases in distance covered by personnel.

Admin Officer

Disposition:

The Admin Officer presently authorizes moves. However, Logistics has been instructed in light of the new building to put all moves coming up in the next two years through severe justification scrutiny.

JEO'G

① Notified 9/28/59

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SYM

SURVEY PAYROLL BRANCH, COMPTROLLER

Personnel in Payroll Branch work like made the week following payday. Once the payroll is made up and sent into Machine Records Division the Branch has very little to do the next week. My idea would be to pay half the Agency one week and the other half the next. This way the payroll clerks would be busy both weeks and the number of payroll clerks could be reduced by at least 1/3.

Functions of Payroll Branch are also thought to be substantially duplicate some of Machine Records Division's functions. Eliminating of overlap might well cut present staff of 20 to 10.

Understand this was once recommended by someone in the Comptroller but to no avail. Area hasn't been studied since the days of

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I will take this on

[Signature]
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Page 2
58-546 (Cont'd)

6. Establishment of different pay periods in order to provide for paydays on alternate Fridays as suggested, could cause employees to be denied the benefits of equal retroactive pay when retroactive pay increases were granted. The last three pay increases to Government employees have included a retroactive feature.

7. The impact of the suggestion on the mechanical preparation of the payroll and the disbursing office would be to increase the cost of the machine operations by having to produce two small payrolls instead of one consolidated payroll. Such dual payrolling activity would seriously interfere with the efficient utilization of the equipment for other purposes.

8. The administrative problems of transfers between the different pay periods established would be staggering. Reassignment between vouchered funds payrolls and confidential funds payrolls would be most confusing to the employee because of the dissimilarity of periods. Adjustments of salary for partial pay periods would be a constant problem because reassignments between pay schedules could never be made effective on a date which would correspond to a full bi-weekly period for both types of payrolls.

The above was response to
an employee suggestion in
1958 - signed by
[Redacted Signature]

COPY

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L.G.C.

CUT TDY TRAVEL

Critically review all TDY assignments to determine if business can be handled by personnel already on location or by correspondence.

Who authorizes TDY?

Internal Div or Office delegation?

I & has studied this
+ made recommendations

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